

July 1, 1999

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **DATA ENTRY OPERATOR**

##### **DEFINITION:**

Under general supervision, in a centralized, production-oriented data entry section, to enter and update data from a variety of source documents using on-line terminals with standard data entry keyboards; and to perform related work.

##### **DISTINGUISHING CHARACTERISTICS:**

This class is distinguished from other classes which may also enter and/or update data in computerized files by the following: The primary responsibility of a Data Entry Operator is to enter and update data from a variety of source documents using on-line terminals with standard data entry keyboards. In addition, these positions are located in a centralized, production-oriented, data entry section and incumbents are required to perform high volume data entry work in accordance with established production standards.

##### **\* EXAMPLES OF DUTIES:**

- Operates on-line data entry terminals with standard, data entry keyboards to prepare, enter, and update data from a wide variety of source documents;
- Utilizes numerous data entry routines;
- Verifies entered data by re-keying specific input fields;
- Performs related data entry work.

##### **MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Six months of experience entering data by operating a data entry keyboard. Ability to enter alpha/numeric data at the rate of 12,000 keystrokes per hour with an error rate of 1% or less.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.